



City of Long Beach
DEPARTMENT OF HUMAN RESOURCES

VOLUNTARY TIME OFF

EMPLOYEE REQUEST

I am requesting that my regular work schedule be reduced according to the terms of the City's Voluntary Time Off option.

I am requesting the following Voluntary Time Off Days (not to exceed 2 days per pay period):

	Program #	Grant Funded	
I normally charge my time to:	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>

Name (please print)

Social Security Number

Position Title

Work Phone Number

Department/Bureau/Division

I understand that this reduction is voluntary and, once approved, it will continue until September 30, 2004. I also understand that my work hours and benefits during the period of the reduction will be determined by the City's Voluntary Time Off option and that work schedule reductions in excess of 346 hours in the fiscal year will result in reduced retirement service credit.

I have received and read the Voluntary Time Off (VTO) agreement (on reverse of this form).

Employee Name

Date

DEPARTMENT APPROVAL

I have verified the accuracy of the data submitted above.

Supervisor

Date

Department Head

Date

HUMAN RESOURCES APPROVAL

Director of Human Resources or Designee

Date

Voluntary Time Off (VTO)

By mutual agreement between a permanent full-time employee, the Department Head and appropriate appointing authority, voluntary time off may be initiated under the following conditions:

1. Voluntary time off refers to a full day of unpaid leave on a variable schedule.
2. The period of voluntary time off shall not exceed two (2) days of unpaid time per bi-weekly pay period for a 5/40, 4/10, 9/80 schedule. Work hours reduced in excess of 346 hours in a fiscal year will result in reduced retirement service credits.
3. An employee will not be permitted to use accrued paid time during any day of voluntary time off.
4. Taking time off without pay as part of the voluntary time off option will reduce accrued time. Vacation, sick leave, and holiday hours are earned based on hours PAID each pay period. For example, if an employee has 80 paid hours during the pay period, he/she will accrue 3.7 hours of sick leave. However, if the employee only has 65 paid hours and uses 15.0 hours of unpaid leave, the accrual would be 3.0 hours and would be calculated as follows:

$$65/80 \times 3.7 \text{ hours} = 3.0 \text{ hours}$$

Employees on voluntary time off on a recognized holiday will be paid the number of holiday hours they were regularly scheduled to work that day.

5. Civil Service seniority will NOT be affected by unpaid days.
6. The mutual agreement entered into by the employee and appointing authority or designee may provide for call-back arrangements if appropriate. Once mutual agreement is reached, voluntary time off shall continue in full force and effect from the effective date of the agreement until September 30, 2004. Either party may terminate the agreement with 14 days notice. The agreement shall be void if an employee is injured off the job, has exhausted all leave accruals, and has more than forty (40) consecutive hours without pay. Any change to the agreed-upon work schedule or required overtime is subject to the applicable provisions of the Memorandum of Understanding (MOU).
7. An employee who participates in this voluntary time off option shall receive full benefits for life insurance, injury on duty time, and health and dental insurance benefits, including the City contribution. The application of the City's contribution to health, dental, and life insurance benefits shall be the same as for a full-time permanent employee.

This program will expire on September 30, 2004.

Furlough VTO explanation.doc

KB/slrk ~ last revised 6/27/03